



Tennessee Department of Children's Services

Protocol for Placement with New DIDD Family-Based Home

Supplemental to DCS Policy: 16.20, Expedited Custodial Placements and 16.46, Child Youth Referral and Placement

The department requires dual approval of DIDD providers that utilize the family-based model. DIDD licensure alone is not acceptable to make placement.

The following steps are NECESSARY for field and Central Office staff prior to working with new DIDD provider agencies:

1. A new provider located for potential placement is to be connected with the Director of Foster Care and Resource Eligibility/designee. The region/placement staff/Network Development provides contact information.
2. The Director of Foster Care and Resource Eligibility/designee contacts the agency and ensures willingness to fully approve their Family-Based Model homes according to DCS policy and Contract Provider Manual (CPM) expectations before arrangements are made for placement or contract negotiations begin.
3. If DIDD agency accepts the terms outlined in DCS policy and CPM, the Director of Foster Care and Resource Eligibility/designee requests DIDD standing from Network Development.
4. If in good standing, the Director of Foster Care and Resource Eligibility/designee provides notice to regional staff and the Executive Director of Network Development/designee confirming the agency's decision and their standing. The Executive Director of Network Development/designee begins negotiating the Unique Care Agreement (UCA).
5. Upon UCA approval, the Executive Director of Network Development/designee notifies the Director of Foster Care and Resource Eligibility/designee and regional staff. Regional staff follow DCS Policy [16.20, Expedited Custodial Placements](#) and obtain expedited regional approval. If the DIDD provider has an existing DIDD adult placement, the expedited approval must take into account the compatibility of both the adult and child's needs. Network Development is consulted to ensure that both the DIDD placement and DCS placement are compatible and both placements are safe.
6. Once the regional expedited approval is obtained, documentation is provided to the Director of Foster Care and Resource Eligibility/designee for review. Upon final approval, the region can begin making arrangements for placement to occur.
7. The Director of Foster Care and Resource Eligibility/designee are responsible for ensuring the new DIDD agency is established in TFACTS as a provider and enters the home's expedited approval.
8. The Executive Director of Network Development communicates to regional placement staff when a new provider agency has at least one home approved to accept placement. Approval is by home, not for the entire agency. However, the notification provides an indication that the agency may be open to working with a region on approval of another home to meet the needs of a child/youth for whom the region is seeking placement.